The Government-Industry Data Exchange Program (GIDEP) is an information-sharing program to ensure that only reliable, quality parts are used on all government programs and operations.

http://www.gidep.org/

The objective of this policy is to ensure that information about non-conforming or defective items in use at NASA are identified and shared among NASA facilities and with GIDEP as appropriate.

Problems that exclusively affect NASA should be shared among NASA facilities by issuing a NASA Advisories and problems that could impact other government agencies or private industry should be shared across NASA and with GIDEP using one of the following GIDEP failure experience forms.

"GIDEP Notifications"

GIDEP ALERT: GIDEP document for reporting a problem with parts, components, materials, specifications, software, facilities, manufacturing processes or test equipment that can cause a functional failure.

GIDEP SAFE-ALERT: GIDEP document for reporting a non-conforming item, product, or situation that creates a safety hazard for personnel or equipment.

GIDEP Problem Advisory: GIDEP document for reporting a problem with parts, components, materials, specifications, software, facilities, manufacturing processes or test equipment that has an unknown or low probability of causing problems for other users.

GIDEP Agency Action Notice: GIDEP document for redistributing problem information issued by a Government Agency to GIDEP participants.

NASA Advisory: NASA document for exchanging significant parts, materials, and safety problems or concerns among NASA activities.

☑ YOUR PREPAREDNESS FOR AN AUDIT OF NASA GIDEP NOTIFICATION AND NASA ADVISORY REQUIREMENTS WITH THESE SAMPLE AUDIT GUIDE QUESTIONS.

MANAGEMENT:

1. Have Program, Project, and Functional Managers reviewed their contracts to ensure incorporation of GIDEP participation requirements?
2. Who reviews, signs, and releases your Center's GIDEP Notifications and NASA Advisories?
3. Are the NASA Advisories being issued by your Center being cleared with the local Office of Chief Council prior to release?
4. Have Program, Project, and Functional Managers reviewed the status of all applicable GIDEP Notifications and NASA Advisories at appropriate milestones?
5. If you need to issue a GIDEP Notification or NASA Advisory, do you know what to do?

GENERAL:

1. What is your Center's process for identifying, controlling, and correcting problems and nonconforming items? Is there documentation of this process?
2. Is your Center actively participating in the NASA Advisory and GIDEP process? Is there evidence that NASA Advisories and GIDEP Notifications are generated, evaluated and dispositioned in a timely fashion?
3. Where can you find GIDEP Notifications and NASA Advisories that have been released by your Center?

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NASA
SAFETY AND MISSION ASSURANCE REQUIREMENTS

NPR 8735.1

GIDEP Notifications and NASA Advisories

Compliance Verification Guide

OFFICE OF SAFETY AND MISSION ASSURANCE

This brochure is intended to be used as a guide only, not as a replacement for the actual policy. To review Procedures for Exchanging Parts, Materials, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program and NASA Advisories (NPR 8735.1) in its entirety, see http://www.hq.nasa.gov/office/codeq/doctree/texttree.htm.

MINIMUM AUDIT POINTS FOR NPR 8735.1

Leadership & Management

- **Program, Project, and Functional Managers**
  - Ensure all significant parts, material and safety problems of a general concern are identified and corresponding data exchanged via GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices (GIDEP Notifications), and NASA Advisories.
    - Objective Quality Evidence (OQE) – Issued NASA Advisories and GIDEP Notifications
  - Review all contracts to ensure incorporation of GIDEP participation requirements to evaluate GIDEP Notifications.
    - OQE – GIDEP Clauses Present in Contracts as Appropriate
- **Headquarters (HQ) and Center ALERT Coordinators** sign and release all GIDEP Notifications and NASA Advisories from their Centers.
  - OQE – GIDEP Notifications Release Procedures and Signed Notifications
- **Center Directors and the Director of HQ Operations**
  - Develop, document, and implement Center processes for identification, control and correction, evaluation, disposition and exchange of problems/nonconforming items.
    - OQE – Documented Center Processes for Exchanging Information About Nonconforming and Defective Items
  - Designate a civil service employee as the Center/HQ GIDEP ALERT and NASA Advisory Coordinator.
    - OQE – Letter of Designation
- **Mission Associate Administrators** maintain continuous oversight of their Center's processing of GIDEP Notifications and NASA Advisories.
  - OQE – Documentation of Reviews
- **Chief Safety and Mission Assurance Officer** designates an Agency ALERT Coordinator who serves as the NASA representative to GIDEP.
  - OQE – Letter of Designation

Core Process

- **HQ and Center ALERT Coordinators**
  - Shall document significant problem and nonconforming item data for exchange among NASA Centers and GIDEP.
    - OQE – Issued NASA Advisories and GIDEP Notifications
  - Shall document and release GIDEP Notifications to the GIDEP Operations Center in accordance with the GIDEP requirements of the GIDEP Operations Manual. If the data cannot be released via GIDEP, a NASA Advisory shall be used.
    - OQE – NASA/GIDEP Release Procedures
  - Shall document NASA Advisories using a Center unique form.
    - OQE – Issued NASA Advisories
  - Shall coordinate with the Center Office of Chief Council prior to initial release of NASA Advisories.
    - OQE – Issued NASA Advisories
  - Shall distribute NASA Advisories to the NASA Office of the Inspector General (IG) (in cases of suspected fraud) for review.
    - OQE – Records of NASA Advisories Sent to IG for Review
  - Shall document and exchange significant problem and non-conforming item data using the GIDEP unless the GIDEP reporting criteria contained in GIDEP S0300-BU-GYD-010 cannot be met or there are restrictions on release and distribution of information.
    - OQE – GIDEP Notifications
  - NASA Programs/Projects that involve an international partner (such as the European Space Agency) require special review prior to distribution to the international partner of the GIDEP Notifications.
    - OQE –Screened Excerpts of GIDEP Notifications That Are Distributed to International Partners
- **Program, Project, and Functional Managers**
  - Shall evaluate and disposition GIDEP Notifications and NASA Advisories upon receipt by preparing and providing a response with a Parts, Materials, and Safety Problem Impact Statement (NASA Form 1544) or Center form, and preparing Lessons Learned reports if appropriate.
    - OQE – Form 1544 or Center Equivalent, Lessons Learned Reports
- **Chief Safety and Mission Assurance Officer** exchanges significant problem and nonconforming item data identified by Headquarters among NASA Centers and GIDEP.
  - OQE – Issued NASA Advisories and GIDEP Notifications

Process Check

- **Program, Project, and Functional Managers**
  - Ensure all applicable GIDEP Notifications and NASA Advisories are reviewed and dispositioned.
    - OQE – GIDEP Notifications Response Procedures and Actions
  - Ensure the status of all applicable GIDEP Notifications and NASA Advisories are reviewed at program milestones and readiness reviews.
    - OQE – Readiness Review and Program Milestone Meeting Minutes and Reviews
- **HQ and Center ALERT Coordinators** review all GIDEP Notifications and NASA Advisories from their respective facilities for adequacy before release.
  - OQE – Procedures, Recently Released GIDEP Notifications, Records of Reviews Conducted

Examples of the Need for GIDEP Notifications and NASA Advisories

Faulty Design – The design of a particular coaxial connector did not allow pin entry into the socket until after engagement of the nut. Additionally, the pin was not held rigidly into the connector; consequently, the weight of the cable caused misalignment of the pin during assembly.

Faulty Production Techniques – Internal contamination, consisting of metallic particles, solder splash, nylon particles, and an unidentified white powder, caused relay failure. Investigation at the manufacturer's plant indicated that all relays from a particular line were also contaminated.

Hazardous Condition – Design of a resuscitator revealed that certain internal parts were not oxygen-compatible, which rendered the resuscitator useless under emergency conditions.